



CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

11 April 1979

Mr. George K. Degnon
Association of State and Territorial
Health Officials
1015 18th Street, N.W.
Washington, D.C. 20036

Dear Mr. Degnon:

As I mentioned to you, we are searching for candidates to fill the position of Deputy Director, Office of Medical Services. The person selected for this job will be the heir apparent to the Director's job which will probably become vacant in the next year or two. Perhaps the following information will give you a better idea of the duties and responsibilities of the position.

The primary function of the Office is occupational health activity with emphasis on prevention and health education, but including the day-to-day care of injuries and illnesses which one would see in any occupational health unit. In addition, pre-employment evaluations, reassignment evaluations, retirement evaluations for disability are performed. Basic to these evaluations is a well established multiphasic screening program. All evaluations include substantial inputs from our Psychiatric Division at all levels. We have just initiated an alcohol program and have a full-time Alcohol Program Coordinator concerned with the identification and early treatment of alcohol abusers.

A number of other activities are also under the purview of the Office, including a large Psychological Services Staff concerned with assessment, placement, counseling, testing services, and leadership training of our employees.

The Director of Medical Services, Dr. Charles Bohrer, has the overall responsibility for the medical program. The Deputy Director has been primarily, but not exclusively, concerned with the internal management aspects such as budgeting,

planning, staff support, career development, and such other studies as may be directed by the Director of the Office. The Deputy Director participates directly with other offices within my directorate and other components of the Agency through various interoffice committees. He also participates in lectures and staff studies. Some temporary overseas travel is accomplished periodically.

CIA offers a quality medical program for its employees and the medical staff is excellent. This is a good environment in which to innovate and provide leadership in a first-rate health program for a large number of employees and their families.

I appreciate your help in making this information available to your associates. If anyone is interested in pursuing this further, they can call Dr. Bohrer on Code [redacted] who will give them additional information.

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Sincerely,

Don I. Wortman
Deputy Director
for
Administration

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DDA/A-EO/DDA [redacted] se (11 Apr 79)

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